



Kalamazoo Drop-In Child Care Center

a safe place for children

345 W. Michigan Ave
Kalamazoo, MI 49007
269-382-3640 www.kdccc.org

Job Title: Executive Director

Reports to: KDCCC Board of Directors

Approximate Hours per Week: Full-time, 30-35 hrs.

Pay Range: \$26.00-\$28.00 per hour

To Apply: Email a cover letter and resume to board@kdccc.org.

Application Deadline: November 1, 2024

Position Summary: The Executive Director is the leadership position for Kalamazoo Drop-In Child Care Center (KDCCC or the Center), a free drop-in child care center for income eligible families. The position is responsible for the overall management of KDCCC and requires resource development and marketing. The ideal person must be warm, caring, a positive role model, and have a tender heart for young parents and children who come from diverse backgrounds. KDCCC is a mission project of the First Congregational Church, UCC (FCC), however does not dispense religious education. It has its own Board of Directors with a structure that provides a balanced link so the FCC can monitor the use of its facilities while the Center operates independently.

Mission Statement: KDCCC's mission is to provide income eligible families with children ages 0-5, free, part-time, educationally rich child care, parent education and support.

Vision Statement: KDCCC's vision is to empower families by providing high quality child care and foster a learning community supporting success through the following: Building relationships; Support during critical moments; Nurturing growth and development; Demonstrating positive, healthy adult/child interactions; and Aiding families' ability to thrive.

Responsibilities:

- A. Manages the daily operations of KDCCC:
 1. Ensures that all child care licensing requirements are met.
 2. Effectively works with the KDCCC Board of Directors to accomplish the mission of the organization.
 3. Ensures the excellence of care to the children and their parents.
 4. Projects a positive image of KDCCC to the community.
 5. Cooperates with the FCC personnel regarding janitorial responsibilities and general maintenance of KDCCC.

- B. Works with the Assistant Director and teachers to ensure children's sessions are conducted properly and successfully:
 1. Oversees all lesson plans, food, methods of discipline, and encouragement for each child.
 2. Conducts weekly staff meetings.
 3. Helps meet teacher/child ratios if a staff member is out for any reason.

C. Works with and supports the KDCCC Board of Directors:

1. Ensures that Board notification, meeting arrangements, agendas, and committee work are prepared in a timely fashion.
2. Communicates with Board Chair prior to board meetings.
3. Ensures Board meeting minutes are completed and distributed.
4. Fulfills work designated by the Board.
5. Manages marketing of the Center through advertising, social media, and speaking engagements, along with Board members.
6. Manages fund development:
7. Coordinates the spring and year-end mail appeal campaigns.
8. Writes grants and manages reporting responsibilities.
9. Manages the donor base and ensures recognition is given to donors.

D. Manages Finances:

1. Works with the Board treasurer by preparing annual budget and staff compensations for review by the Board of Directors.
2. Monitors and reviews monthly reports from the FCC Office Manager.
3. Manages accounting of cash flow from grants and donations.
4. Works with the Board treasurer to report the financial status effectively to the Board of Directors.
5. Sends monthly financial reports to the FCC secretary.

E. Manages Communications:

1. Oversees and manages KDCCC mail, telephone, and written communications.
2. Keeps KDCCC calendar current and communicates scheduling information to the appropriate people.
3. Maintains open communication with FCC office staff.

F. Hires, trains, and supervises KDCCC employees:

1. Determines staffing needs, recruits, hires, and releases employees based on the personnel policies and Board approval.
2. Supervises employees, provides required yearly training, and offers ongoing staff motivation.
3. Evaluates employees annually and communicates compliments/concerns to the Board.

G. Professionalism:

1. Safeguards confidential information gained in the Executive Director position.
2. Expands knowledge about children, parents, volunteers, non-profit management, and child care through books, magazines/online sources, classes, seminars, and conferences.

H. Communicates with FCC Council Moderator, Council, FCC HR and FCC Staff:

1. Completes an annual report for FCC Council which is included in their annual report.
2. Keeps FCC Moderator updated on the general state of KDCCC throughout the year.
3. May engage FCC HR on employment issues that are of concern and may result in or lead up to termination. The need for legal resources is coordinated through FCC HR.
4. At the request of the FCC Moderator, attend an FCC Council meeting.

Qualifications:

- Must work 30-35 hours per week, Monday through Friday.
- Ability to work some evenings and weekends

- Comply with current state licensing requirements (see R400.8113) including but not limited to:
 - Must be at least 21 years of age.
 - Minimum of 60 semester hours, of which 18 hrs must be in early childhood education or child development and 1920 hours of experience.
- Experience in the management of a licensed child care center.
- Proficient computer skills in Microsoft Word and Excel.
- Current first-aid, infant and child CPR, and blood-borne pathogens certification.
- Ability to work with a diverse population.
- Experience and/or training in the following areas:
 - Teaching and child development.
 - Supervision.
 - Business and Finance.
 - Volunteer and career staff management.
 - Experience and/or training in fundraising and marketing.
 - Training in Inclusion, Diversity, Equity, and Accessibility.

Benefits:

- Paid holidays, sick leave, and vacation time.
- Health insurance for full-time employees begins on the first day of employment and a pretax flexible spending plan available.
- Retirement benefits offered.
- Required yearly professional development is paid for up to 24 hours.

Personnel Policies:

First Congregational Church of Kalamazoo adheres to a Safe Conduct Policy which is hereby incorporated in this document. Similarly, the latest version of the FCC Personnel Policies is hereby incorporated herein and are deemed a part of this Position Description. In case of conflict between the terms of this document and the Safe Conduct or Personnel Policies, said policies will control. Staff member acknowledges receipt of a copy of the Safe Conduct Policy and Personnel Policies, and has read, understood, and agrees to be bound by the same.